



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VIII  
Colorado, Montana,  
North Dakota,  
South Dakota,  
Utah and Wyoming

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**REGION 8 BULLETIN NO: 2013-08**

Subject: TEAM Trainings for FTA Funding Recipients

Program Area: Training

Date: March 18, 2013

Dear Grantees:

The Federal Transit Administration will be providing web-based trainings on TEAM in April, 2013.

**TEAM Training for New Users**

The purpose of this training is to provide an overview of the TEAM-Web Application for individuals who have never used or with limited experience using the TEAM Application.

**Session #1      Wednesday, April 3rd,    1-3 PM EST**

**Session #2      Wednesday, April 10th,    3-5 PM EST**

**TEAM Training for Experienced Users**

This training is designed to provide individuals who currently use TEAM with a refresher course on TEAM functionality. It will also provide guidance on how to apply for grants using funding that has been authorized by MAP-21.

**Thursday, April 11th,    1-3 PM EST**

Please express your interest in attending the training by completing and submitting the registration form located on the TEAM website home page, under *General Information*, notice dated 3/4/2013, click on the word "*here*", this will take you to the training information screen. To access the registration form click on the hyperlink for the TEAM-Web Distance Learning Registration Form located at the bottom of the screen. You must be logged into TEAM to access this link. Please be sure to indicate whether you have any special needs that require accommodations. This information will help inform FTA of the level of interest in these trainings and allow us to add additional trainings, if necessary. However, expressing interest in the training does not guarantee you a spot at the training. Participants will be admitted on a first-come, first-served basis. The weblink and associated information will be provided a week before the training. The training materials will be provided via the webinar on the day of the trainings. If you have questions about this training, please contact the FTA TEAM help desk at 1-888-443-5305 or [team.helpdesk@dot.gov](mailto:team.helpdesk@dot.gov).

**Prerequisites:**

Access to internet

Internet Explorer 5.5 w/SP2 or Higher

User account in TEAM (Account must belong to the person who is attending the training)

Please contact CJ Schlis in the Region 8 office with any questions you may have or if you need access to TEAM at 720-963-3349.

Sincerely,



Linda M. Gehrke

Regional Administrator